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ABSTRACT

This book is intended to assist adults who are contemplating changing careers or actually doing so. The information, exercises, questionnaires, guides, and bibliographies included in it are designed to give adults the coping skills to adapt to and work through the personal, financial, and other changes that accompany the career change process. The following topics are discussed in the book's nine chapters: preparing for change (adults' changing needs and roles, understanding change); moving toward change and mobilizing support (belief systems, positive and negative self-talk, support systems); managing self and life (time and stress management, proper nutrition and exercise); taking inventory (identifying interests and assessing skills); making personal choices (temperament styles, values, decision making); exploring options (sources of occupational information, networking, labor market considerations); developing a plan of action (life goals, personal job descriptions, self-employment); using resumes and cover letters as a marketing tool; and using job interviews as a marketing tool (interviewing with confidence and answering difficult questions). Appended are a vocational history questionnaire, a financial planning guide, a 79-item list of supplemental readings, and a 47-item bibliography and resource list for older workers. (MN)

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